

Local Administrative Manager: Change Supervisor Assigned to a Worker.

As a Local Administrative Manager (LAM), you can change the supervisor assigned to worker to complete the MiTEAM Fidelity Tool. This option is helpful in the event that a staff member was wrongfully listed under a supervisor or if a worker changes supervisors in the middle of a quarter. It is important to note, that this re-assignment only lasts for that quarter and would still need to be updated in MiSACWIS in order for the worker to show up under the correct supervisor the next quarter. Instructions are detailed below.

Change Supervisor Assigned to a Worker

1. From MiLOGIN, Click the “DHHS-CSA MiTEAM Fidelity Web Application” link.
 2. The LAM MiTEAM Fidelity Home Page will appear on your screen.
 3. Next to “Please select a County/Agency/District” your county/agency/district should be selected for you. Options that appear and pre-selections are based on your MiSACWIS user information. *(If not, please see Troubleshooting Job Aids)*
- NOTE:** If you have multiple locations that you work in, you may need to use the dropdown option to select the correct county/agency/district that you want to check the status for.
4. Scroll down to the supervisor name that the worker is currently assigned to.
 5. Click the green “+” sign on the row of the individual’s supervisor name.
 6. A list will drop down that shows the following information for each worker assigned to that particular supervisor:
 - i. Supervisor Name.
 - ii. Worker Name.
 - iii. Status of the MiTEAM Fidelity Tool being done on that worker for that quarter.
 7. Click the dropdown arrow next to the supervisor’s name in the row with the worker’s name that you want to be re-assigned.
 8. A list will drop down with other supervisors in your county/agency/district.
 9. Select the name of supervisor you would like to assign to complete the MiTEAM Fidelity Tool for that worker.
 - a. Re-assignment only lasts for that quarter and would still need to be updated in MiSACWIS in order for the worker to show up under the correct supervisor the next quarter. *(Please see Troubleshooting Job Aids)*
 - b. This option will not be available if the supervisor transferred to a county/agency/district after Day 1 of the current quarter because their name will not yet be in the list for the new county/agency/district LAM to select. *(Please see Troubleshooting Job Aids)*



MDHHS		
Example Supervisor - 0% Reviews Completed: 0/4 Total Reviews		
Example Supervisor	Example Caseworker	New
Example Supervisor	Example Caseworker	New
Example Supervisor	Example Caseworker	New
Example Supervisor	Example Caseworker	New